

ACL Process to Request a Change in Key Personnel – Mandatory/Formula Grants in the Non-Discretionary Grants Module of GrantSolutions

Per [2 CFR 200.308](#), recipients of federal funds must request approval from the grantor for a number of changes related to the grant, including a Change in Key Personnel identified in the application for federal funds or in the grant award. The regulation defines a Change in Key Personnel as the replacement or change in status (such as an absence for any continuous period of 3 months or more, or reduction of time devoted to the project by 25 percent or more from the level in the approved application) of the Principal Investigator/Project Director (PI/PD).

Grantee Submittal Process:

All requests for a Change in Key Personnel for your federal grant should be submitted by the grantee in the [Grants Management Module](#) as a new amendment by accessing “Manage Amendments”, click “New”, select appropriate key personnel change amendment and “Create Amendment”.

Change in Key Personnel amendments:

- ACL Change PI/PD Info

GrantSolutions has a training video showing grantees how to request and manage grant amendments – which in addition to changes in personnel, includes information regarding no-cost extension requests, supplements, changes in address, and more. This video is at the bottom of [this page](#).”

Documents Required

- ☐ A dated cover letter signed by the AOR or designee that includes:
 - Grant Award Number and Grantee Organization Name
 - Justification for the change in key personnel
 - New personnel contact information (name, title, business phone number and business email address)
- ☐ A resume, biographical sketch or curriculum vitae of the proposed individual